

Add External Training

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PURPOSE

This document explains how to add training to the Employee Development Center that was completed outside the State System, but, which applies to your employment with the State.

LOGIN

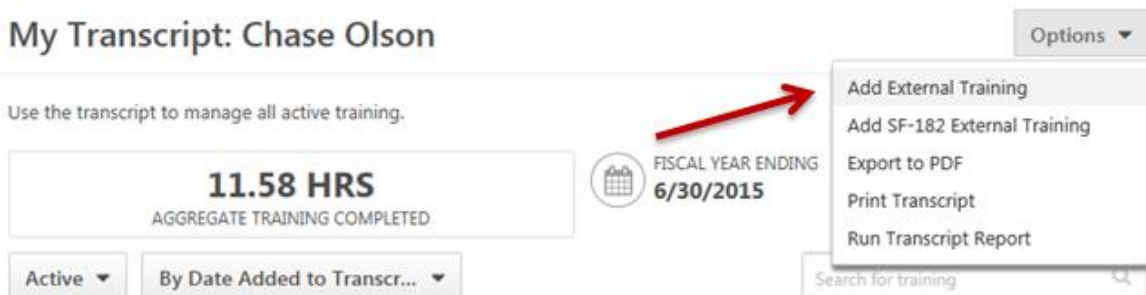
1. Log in to the Employee Development Center: <https://nebraska.csod.com>.

ADD EXTERNAL TRAINING

1. Click the Transcript button on the home page, which will open the My Transcript page.



2. On the My Transcript page, click the "Options" button found in the top-right area corner of your transcript.



Add External Training

3. Enter details about the external training on this page, as well as add any files as attachments relevant to the training. Once all necessary fields have been filled out, click Submit at the bottom of the page.

Title *

Training Description

Course Hosted By


Hours Minutes

Attachment(s), if applicable

Select a file

Cancel Submit

4. Your supervisor will need to approve the training after it has been added. Once approved, you will need to mark it as complete on your transcript page. To the right of the course on your transcript page, there will be a Complete button; click this button to mark the course as done.


 **External Training**
Due: No Due Date Status: Registered

Complete ▼

5. Your supervisor will need to approve completion of the external training as well. Once approved, the course will show up as completed and appear in the Completed section of your transcript:

Completed ▼ By Completion Date ▼ Search for training

Search Results (2)

 **External Training**
Completed: 3/16/2015 Status: Completed

View Training D... ▼

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234